

**Office of the Attorney General**  
Human Resources  
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**317-232-7979 (fax)**



## **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

### **DEPUTY ATTORNEY GENERAL Collections Litigation and Bankruptcy**

Litigation attorney to provide legal representation on behalf of the State of Indiana and the Indiana Department of Transportation before state and federal courts. Attorney reports to the Section Chief of Collections Litigation and Bankruptcy.

**Primary subject matter of cases:**

- Represent the Indiana Department of Transportation through all phases of civil litigation in all counties of Indiana.
- Litigation primarily focused on tortious claims for real and personal property damage suffered by the Indiana Department of Transportation.
- Recovery of debts owed to the Indiana Department of Transportation.

**Principal Job duties:**

- Review civil referrals, coordinate with assigned paralegal, and prepare to pursue defendants for damages on behalf of the Indiana Department of Transportation.
- Handle all phases of litigation, including the: negotiations and potential settlement of claims, both pre- and post- litigation; research and preparation of pleadings, motions, and briefs; consultation and meeting with Indiana Department of Transportation contacts; investigation of facts; appearance in court for all hearings, conferences, and trials.
- Advise contacts with the Indiana Department of Transportation regarding issues that arise in the course of litigation.
- Supervise work of assigned paralegal on correspondence, pleadings, and discovery, among other tasks.
- Engage in various levels of participation in appeals, depending on involvement of the Appeals Division.
- Perform other tasks as assigned by the Section Chief.
- The position may require travel to any of the counties.

**Qualifications:**

- Licensed to practice law in the State of Indiana; preference to also be licensed to practice law in the Northern and Southern Districts of Indiana.
- Civil litigation experience in state and federal courts.
- Working knowledge of Indiana Rules of Trial Procedure; preference to also have working knowledge of Federal Rules of Civil Procedure.

- Familiarity with relevant causes of action; federal and state statutes and regulations; Administrative Orders and Procedures Act; federal and state constitutional law.
- Legal research and writing skill, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in litigation settings.
- Ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements or mediated resolution of cases; preference to also have experience with civil negotiation and mediation.
- Ability to work well with clients and witnesses; maintain an objective of service to the Indiana Department of Transportation; respond promptly to the Indiana Department of Transportation's needs.
- Solicit the Indiana Department of Transportation feedback to improve service; respond to requests for service and assistance; meet commitments.
- Strong sense of ethics; awareness of potential conflicts of interest that arise in the public sector; adherence in all respects to Rules of Professional Conduct and State of Indiana ethics rules.
- Sensitivity to concerns about individual liability and indemnification; awareness of public relations and implications of high-profile cases.
- Must have the ability to manage a potentially high-profile and complex caseload.
- Must have the ability to manage a high volume caseload.